

~~CONFIDENTIAL~~

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes.- 23-27 July 1984

FROM:

EXTENSION

NO.

DATE 1 August 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

10 AUG 1984

15 AUG 1984

2.

DD/CO

10 AUG 1984

10 AUG 1984

3.

OC-MLS

15 AUG 1984

15 AUG 1984

4.

OC-EXA

15 AUG 1984

15 AUG 1984

5.

OC/OL/IMC

Archiving

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

FORM 1-79 610 USE PREVIOUS EDITIONS

~~CONFIDENTIAL~~

GPO : 1983 O - 411-632

~~CONFIDENTIAL~~OC- 10447-84
09 AUG 1984

MEMORANDUM FOR: Director of Communications

25X1 FROM: [REDACTED]

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes - 23-27 July 1984 (U)

1. Twenty-nine Office of Communications (OC) careerists attended the first of a series of four OC dedicated training courses, The Effective Employee Course, 24-27 July. The Office of Training and Education (OTE) conducted the training and [REDACTED] OC-AMD/CDTG, participated as an instructor and administrator. This training was negotiated with OTE in order to provide interpersonal and supervisory training for officers assigned to overseas posts who otherwise would not have the occasion to gain these much-needed skills and information. The final course critique indicated it was a highly successful endeavor and participants appreciated the opportunity to receive this training.

2. Thirty-nine members of TCA Class 2-84 graduated on 27 July. The graduation ceremony was conducted at [REDACTED] where Mr. Donnelly presented our new employees with graduation certificates.

3. TCA Class 3-84 visited the Headquarters Signal Center and the [REDACTED] complex on 26 July to allow individuals the opportunity to knowledgeably request assignments to these sites upon completion of their training at CS.

4. It has become necessary for CS to terminate the Wang telecommunications training [REDACTED] on 24 July when it was learned that the prerequisite two-week training for the word processing portion had not been conducted. In addition, it was discovered that the Operating System did not contain the necessary libraries for the telecommunications process. [REDACTED] is presently discussing the operations procedures to be applied at the unique and complex installation [REDACTED] with the members of the IMS staff.

~~CONFIDENTIAL~~

CONFIDENTIAL

SUBJECT: OC-AMD Staff Notes - 23-27 July 1984 (U)

6. During the week, Panel N experienced no gains and a loss of personnel. Panel N is currently [] technicians over authorized ceiling. However, this figure includes technicians who are in the process of leaving Panel MCN, participating in the OFT program, attending initial EOD training, and serving in assignments other than Panel MCN. With these categories deleted, Panel MCN is [] technicians under strength. Panel MCD experienced a gain of [] and no losses. The Panel is currently [] employees over authorized ceiling. There are [] EOD students in training, while [] TCA personnel are in processing, preparing for their [] assignments. Taking into account the non-production status of EOD students, Panel MCD is currently [] personnel under strength.

25X1

25X1

25X1

25X1

25X1

25X1

25X1

25X1

7. [] have been participating in a Quick Reaction VIP Support Task Force. The Task Force has been charged to formulate policies and procedures for quick reaction VIP communications support, domestic and foreign.

25X1

25X1

8. A ceremony was held on Wednesday, 25 July, to present a career award to [] Mr. Donnelly awarded the Certificate of Merit to [] in appreciation of 28 years' service with the Office of Communications.

9. The Banding Task Force members met with D/CO, DD/CO and OP/PMCD representatives to discuss the draft paper prepared by the Task Force team. The paper outlined recommendation for procedures for implementing the banding pay system, criteria for advancing within and between band levels, and other items for consideration by the D/CO.

25X1

25X1

10. [] OC-AMD/PAB, and [] OP/PMCD, were given briefings on the mission and functions of the Communications Security Division (CSD) by senior officers. A tour of the CSD facility [] was included as part of the overview. The information obtained from this briefing will be useful in the upcoming review of CSD positions.

11. The OP recruiters conference will be held 20-24 August. OC will provide a 30-minute presentation to recruiters on 23 August to underscore the Office's hiring needs.

25X1

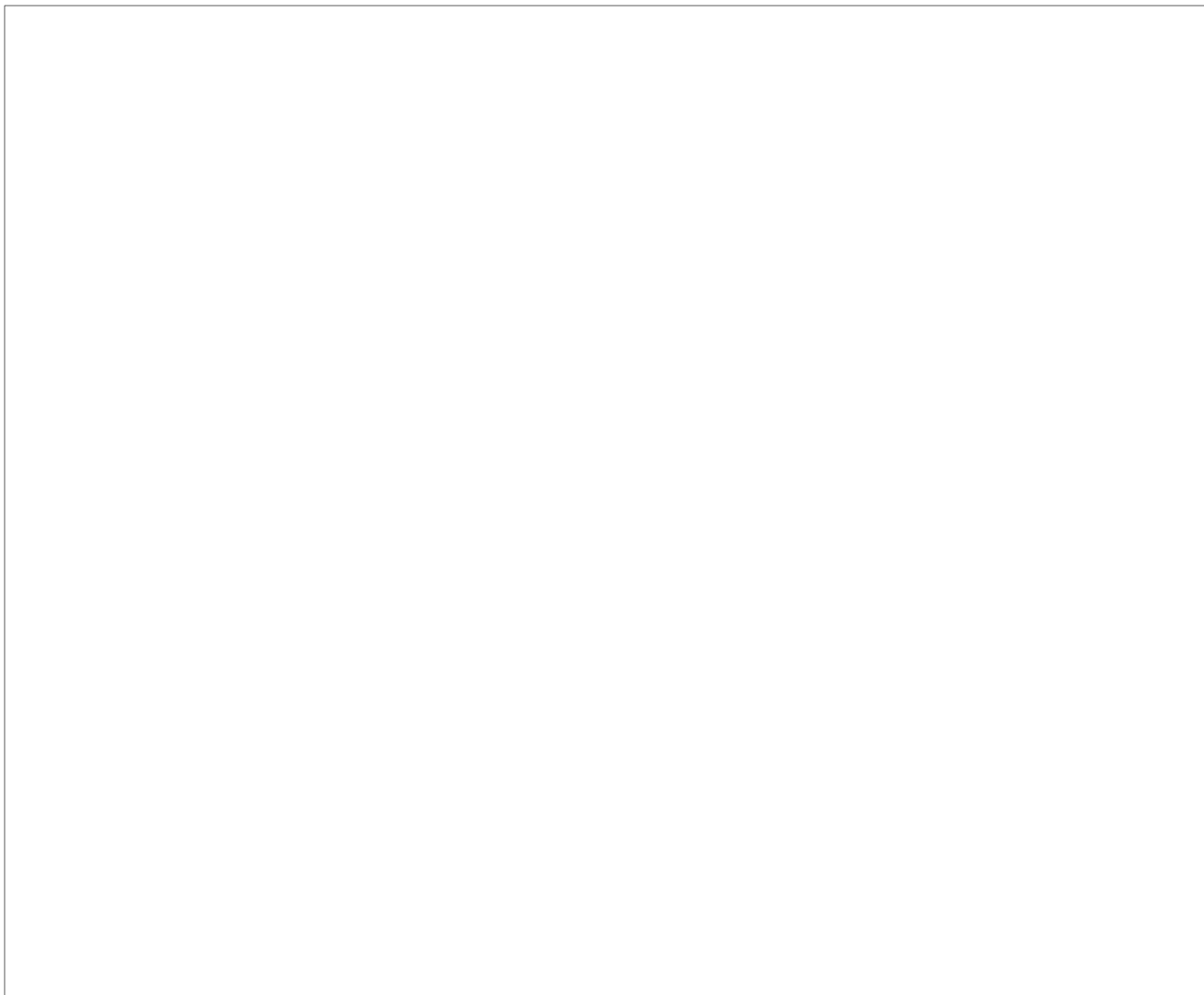
12. The OP conference will be held [] 24-27 September and this year's theme will be career management activities.

CONFIDENTIAL

SUBJECT: OC-AMD Staff Notes - 23-27 July 1984

25X1 13. The DDA/EE0 officer, [REDACTED] has asked for advance
25X1 notification on the resignation of directorate minorities so that
25X1 she might arrange an exit interview. [REDACTED] hopes that such
interviews could give her office a feel for the reasons for such
resignations plus feedback on how minorities view their Agency
experience.

25X1



CONFIDENTIAL